

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
MAY 14, 2012**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson (arrived at 7:09 PM), Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino, Eric Rothauser, Neil Ryan (arrived at 7:08 PM), Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Dennis Doyle, LeeAnn Manke, Sue Wright

STAFF

Donna Miller, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

Clarke Castelle

TOWN COUNCIL LIAISONS ABSENT

David Nagel

FRIENDS ABSENT

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:02 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of April 9, 2012, Kris Nasinnyk seconded the motion, and the motion to accept the minutes of the regular monthly meeting of April 9, 2012 was unanimously approved with a 10-0 vote.

Judy passed around a thank you note from the Palermino Family. She mentioned an article she read about the Simsbury Library Trustees asking for \$35,000 in their budget to restore hours. Judy reported that she worked with Anna Eddy on composing the letter to Alan Nafis, Chairperson, Charter Revision Commission, regarding the previous suggested changes to the Charter; noting that the wording should be Board of Trustees and not Board of Directors.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she has been receiving a lot of money from race registrants, and from sponsor money for the 5K Race.

V. LIBRARY DIRECTOR'S REPORT

Anna thanked Donna for providing the monthly statistics.

Donna stated that she and Lynn would like to ask the Board if they are willing to give up their monthly folders and have the minutes, agenda, and monthly report emailed to them to go "Paperless" as much as possible; the Board agreed to this.

Donna reported that April was a very busy month with National Library Week (April 8-15), the Volunteer Breakfast/disco theme was held with 50 volunteers and staff (April 19), and the Friends Book Sale held May 4, 5, and 6. There was a nice picture of two volunteers in the Newington Town Crier. Ruth Block will be retiring and a party in her honor will be held on Friday, June 1st. From 1:00 to 3:00 PM the public and Board and Friends members if they can't attend in the evening is invited to come by and wish Ruth well, and at 5:30 PM staff, Board of Directors, and Friends are invited to celebrate Ruth's 30 year tenure at the Library. Ruth's position was posted from May 2-10 and there were no Union applicants; this position is now posted internally until a deadline of May 18th, and there may be internal candidates interested.

The Newington Historical Society would like to reprint the Centennial History of Newington which was originally published in 1971. They are willing to pay all cost to reprint this publication, however no one knows where the proofs are. Finlay Brothers, Inc. in Hartford, the original printer, was contacted by Dottie Abbott of the Historical Society, and they do not have the original proofs, and neither does the Historical Society. Donna will check the library's archives, but was also given some names of people from the original Centennial Celebration Commission to contact who may have some information on this.

On April 25th Donna met with the Town Manager and Town Department Heads and the subject of the campus plan came up again. The new Town Planner, Craig Minor, visited the Library and Donna gave him a tour and showed him the Kaestle Boos expansion plans from 2010.

Children's iconic author and illustrator, Maurice Sendak, passed away on May 8th. The Children's Room has a display dedicated to him. Years ago he illustrated a bookmark for the Connecticut Library Association with the statement about libraries "they are in the answer business."

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that on April 2nd the CASSIE system went live and patrons seem to like this so far. With this system better statistics can be counted for public computer use and online databases. Right now reservations can be made one day in advance, and soon reservations can be made for three days in advance. The new photocopies and printers can do both black and white prints for 15 cents each, or color prints for 50 cents each. The adult public photocopier will also have a new feature where patrons may scan a print document to save it to a flash drive. Reference staff sells flash drives for \$7.00 each, or patrons can bring their own drive. The Children's Room has a combined printer/copier. Lisa has met with IT to work on getting wireless printing up and

running; this should happen by June. The staff room also has a new copier that can fax and scan. A bar code scanner for SmartPhones will also be purchased soon for the sit-down workstation at the circulation desk.

Lisa has also held refresher courses for use of Nooks and Kindles.

The summer reading program for adults, “Between the Covers,” will hold their kickoff on June 6th.

The Board discussed Ruth Block’s retirement gift. **MOTION: Maureen O’Connor Lyons made a motion to give Ruth Block \$100 as a retirement gift, Paul Crosswaith seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.**

VII. FRIENDS OF THE LIBRARY

- A. Ruby Tuesday Fundraiser, April 10, 11, & 12
- B. Open House, Sunday, April 22, 2:00 – 4:00 PM
- C. Book Sale, May 4, 5, & 6 – Senior & Disabled Center

Natalie Harbeson was not in attendance. Donna reported that the Ruby Tuesday Fundraiser raised \$280 to go towards purchasing a SmartBoard for the Children’s Program Room. The funds raised from the Ruby Tuesday Fundraiser, a \$500 donation from Liberty Bank, and \$1,310 raised from the bakeless bake sale will go towards the purchase of the SmartBoard.

The Open House held on April 22nd was well attended; eight new volunteers signed up. The Friends distributed brochures. The Friends of Connecticut Libraries is giving the Friends of the Lucy Robbins Welles Library 50th Anniversary Celebration Committee a special achievement award in honor of their outstanding achievements this past year; a \$100 gift will be given to them on Saturday, June 9th from 9:30 AM to 1:00 PM at the Hamden Public Library.

The Book Sale held on May 4, 5, and 6 grossed over \$15,000.

The Friends have a bus trip to New York City scheduled for Saturday, June 23rd at a cost of \$41.

The Friends Annual Meeting is scheduled for June 13th and the guest speaker will be Nicholas F. Bellantoni, PhD, Connecticut State Archaeologist, Military Veteran Working at UCONN, CT State Museum of National History and Archaeology Center.

VIII. COMMITTEE REPORTS

- A. PEP (Planning, Evaluation, Policy)

- 1. Library Director Evaluation

Trudie stated she is still waiting for a few evaluations from the Board members.

- 2. Charter Revision – Library Updates

Judy already commented on the letter sent to the Charter Revision Commission.

- B. Investment Committee

Neil reported that the quarterly reports came in and look good. A meeting will be scheduled with Carol Miller-Pekrul to discuss any changes.

C. House Committee

Diane reported that the second floor storage room that was formerly the director's office before the 1987 building renovation has been opened with a new door, new shelves, and children's staff is moving books and items in for storage. The teen chair arm covers have been attached. The skylight has leaked with the heavy rains. A roofer has fixed or replaced some of the slates on the 1939 slate roof and fixed some loose shingles on the new roof area. On June 2nd the carpets will be cleaned.

D. Facility and Site

Maureen reported that Parks and Grounds mowed the lawn on the property in anticipation of the summer reading/touch-a-truck program scheduled for June 16th. This will have to be done again prior to that event.

E. Technology

1. Library Visit in Spain

Paul stated he had no Technology report. He did visit a library in Spain and commented on the architecture of glass and stone. He will email the link to this library to the Board members so they can see what it looked like.

F. Fund Development

Pauline stated she had no report. She gave the committee dates of May 16, 23 or June 6 to schedule their next meeting.

G. Budget

Eric reported that the Library's budget was approved with a 0% increase, but a reduction was made to the Librarian I position (due to Ruth Block's retirement), which will be advertised at a lower rate.

H. Race

1. 16th Annual Newington Library 5K Challenge, Sunday, May 20, 9:00 AM

Eric reported that the Race Committee met this evening and all is in place for the Sunday, May 20th race. Volunteers should meet at 7:00 AM at the Community Center, there will be four pre-registration tables, and a separate t-shirt table. There are 208 pre-registrants to date which is an increase from last year.

IX. **OLD BUSINESS**

A. RFP for consultant to update long range strategic plan

Donna reported that she is collecting RFP information from other libraries and the town and will begin to put together a draft this week. The three consultants that will be sent an RFP are Simone Joyaux, Chris Donahue, and Kenya Rutland.

X. NEW BUSINESS

Pauline stated she went to a fundraiser at Chili's. She wondered if the Board could do a fundraiser at a restaurant like the Friends did at Ruby Tuesday. Donna mentioned that Michelle Royer is looking into doing a fall fundraiser with the Outback Restaurant. Kris stated she is collecting descriptions of what each committee's responsibilities are and still is waiting for some.

XI. PUBLIC PARTICIPATION

The Board thanked Clarke for his support of the Library's budget with the Town Council. Clarke had some questions about the RFID security system and its three year phase-in plan. He will meet with Donna to get some specifics on this.

XII. EXECUTIVE SESSION

MOTION: Eric Rothauser made a motion to go into Executive Session, Kris Nasinnyk seconded the motion, all were in favor, and the motion to go into Executive Session was unanimously accepted with a 12-0 vote at 8:03 PM.

XIII. ADJOURNMENT

The Board adjourned at 8:40 PM.